

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

## Job Posting

**Job Title:** TRIBAL SOCIAL WORKER-VICTIM ADVOCATE  
**Department:** Human Services  
**Reports To:** Human Services Director  
**Status:** Exempt  
**Salary Range:** \$31,475 - \$42,584  
**Level:** 4  
**Terms:** Grant funded position.  
**Open:** November 27, 2012  
**Close:** December 18, 2012

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### SUMMARY

This professional position works directly with victims of violent crimes. The Tribal Social Worker-Victim Advocate will assist with personal and environmental difficulties that interfere with the healthy functioning of family life. Working directly with the services offered in the Human Services Department, the Tribal Social Worker-Victim Advocate will be responsible for the direct oversight of various aspects in handling victim services as they pertain to victim services. The case management of Tribal victims will be the responsibility of the Tribal Social Worker-Victim Advocate; this could include: prevention and intervention as they relate to providing services to victims. Collaborating with other LTBB governmental staff and departments, the social worker will put together service plans and court papers in preparation for testimony within all court systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepare and maintain accurate and confidential case files and keep up-dated progress notes.
- Will document case consult sessions with other social workers and keep director informed of such.
- Maintain case files according to program and BIA and applicable grant standards. This includes appropriate forms, case service plans, visitation agreements, medical info, permanency plans, parent/agency agreement, difficulty of care rates, and case notes. Provide reports with regard to these cases and statistics.
- Oversee all aspects that pertain to the safety and welfare of Tribal citizens as it relates to victims services.
- Investigate, assess and follow up on complaints as it relates to offering services to victims.
- Visit victims in their homes.
- Must be available on an on call basis for human services emergencies.
- Submit reports as it relates to victims services to the LTBB Child Welfare Commission, prosecuting attorney, legal department and to the state and tribal court systems.
- Testify in court on the progress of and victim services provided to tribal women and children, and their families and make recommendations regarding such.

- Evaluate client's needs, make appropriate referrals and assist tribal members in obtaining necessary services from local, county, state or private agencies.
- Transport clients upon approval as necessary and appropriate in keeping with goals of program.
- Accompany victims to appointments and hearings as appropriate.
- Provide crisis intervention and referral services during business hours or non-traditional hours. (i.e. nights/weekends/holidays).
- Provide victim intervention services to clients. Provide input and feedback with regard to parent/child relationships.
- Network with other professionals and non-professionals for the purpose of providing intervention/prevention services and the strengthening of families according to grant requirements.
- Function as part of department team by covering office duties as requested.
- Will assist in the training of staff as it relates to victims.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE**

Minimum of Bachelor's degree (BSW) in Social Work and one year experience working in human services or criminal justice field required. A Bachelor's Degree other than social work and two years work experience in the human services or criminal justice field *may* be considered.

### **OTHER ESSENTIAL SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with LTBB Tribal Codes. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Must have knowledge of and experience with home-based family preservation models. Experience working with criminal justice systems preferred. Experience working within a Native American community preferred.

Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Must have excellent work history.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation.

### **COMMENTS**

Indian Preference will apply.